

EDITED KSA LISTING

CLASS: ASSOCIATE CONSTRUCTION ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	General knowledge of principles of planning and designing major public buildings and groups of buildings and architectural and building costs and materials to develop solutions to program deficiencies, change order analysis, Capital Outlay Budget Change Proposal (COBCP) analysis, contract management, and Five Year Plan development.
K2.	General knowledge of building codes to ensure appropriate design features are included in project planning, development, design and construction.
K3.	Comprehensive knowledge of state capital outlay procedures and budgeting to ensure projects are complete and properly formatted for budget presentation to departmental management and control agencies, adequately and appropriately funded, all necessary approvals are properly obtained, and compliance with departmental and legislative scope and intent
K4.	General knowledge of purposes, functions and construction programs of State agencies to ensure design and construction alternatives are considered and selected based on cost effectiveness and program delivery.
K5.	General knowledge of structural and mechanical engineering as related to buildings to ensure all alternatives related to these disciplines are considered in project scope, cost and design.
K6.	General knowledge of public works and construction services' contracts procedure, policy and law to ensure proper acquisition of construction related services and commodities.

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	Skill to:
S1.	Skill to analyze construction projects and make appropriate recommendations to ensure appropriate scope, funding and priority are obtained for proposed projects
S2.	Skill to gather data, prepare reports and draw sound conclusions in the development and modification of construction standards to ensure cost effective alternatives consistent with the departmental mission are selected
S3.	Skill to establish and maintain cooperative relationships with those contacted in the work to share information and ideas, provide technical assistance to staff and others, ensure stakeholder input is effectively gathered and communicated.
S4.	Skill to effectively communicate and to prepare written documents to provide clear and concise information to different audiences.
S5.	Skill to analyze project plans and specifications, and make appropriate recommendations to ensure public works and construction services' contracts include appropriate scope, funding, general contract conditions.
S6.	Skill to operate a calculator and computer in order to access, enter, update and retrieve information and provide accurate funding information.

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	Special Personal Characteristics:
SPC1.	Willingness to travel and work long and unusual hours based on operational needs to effectively perform the duties of the job.